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2013-10-08 Minutes of the Executive Committee of the Academic Senate

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Approved
Minutes of the Executive Committee of the Academic Senate
October 8, 2013
KU 312, 8:15-9:30 AM
[Relocated to St. Mary's 113B due to fire alarm in KU]

Present: Abdullah Alghafis, Phil Anloague, Paul Benson, Harry Gerla, Linda Hartley, Emily Hicks, Carissa Krane, Terence Lau, Ed Mykytka, Carolyn Roecker Phelps, Joseph Saliba

Absent: Dominic Sanfilippo

Guests: Jim Farrelly, Paul Vanderburgh

Opening prayer/meditation: P. Benson opened the meeting with a meditation.

Minutes: The minutes of the October 1, 2013 ECAS meeting were approved with corrections.

Announcements:

- Next meeting—October 15, 2013, 8:15-9:30 KU 312
- J. Farrelly announced that 24 people had signed up so far for the lunchtime SET discussion on October 22, 2013. He stated that more Faculty Board and Academic Senate members need to sign up.

Reports

FAC—L. Hartley reported that the committee met on Thursday, October 3, 2013. A subcommittee has been formed to continue discussions about intellectual property issues. Members include Shawn Cassiman, Linda Hartley, Patrick Donnelly, Matthew Willinbrink, and Paul Vanderburgh. The FAC is reviewing some faculty titles. Dr. De Luca from SOEHS will attend the next meeting to discuss Clinical Faculty titles. One FAC member will draft a revised description of Distinguished Service Professor for further discussion. The use of the title of Research Professor was approved by the Academic Senate several years ago but was never formally approved by the President Curran or the Board of Trustees. L. Hartley has contacted Dean Tony Saliba for further consultation. The FAC has requested the SET committee review their findings for what should be policy vs. guidelines and submit to FAC. The next meeting will be held on October 17 @ 12:00 in St. Mary's 113.

APC—E. Mykytka reported that the committee met on Friday, October 4, 2013. The following topics were discussed.

- Notation of honors courses on transcripts.
 - Tom Westendorf and Becky Lawhorn (Registrar's Office) and David Darrow (Honors Program) also in attendance.
 - Major part of discussion centered on feasibility of, and options for, noting honors courses on transcripts within the Banner system.
 - Options appear limited to adding a one or two character prefix or suffix to the course number. Doing so would require honors courses to be specifically designated by course number (e.g., ABC 123H) and may, in turn, require catalog descriptions to be developed for these new courses.
 - Following the receipt of some additional data from the Registrar, the APC chair will draft a recommendation for the committee to consider.

- Document on changes to degree programs and departments.
 - Chair proposed and committee approved language to clarify that the term “academic degree program” includes “programs identified as majors within a broadly named academic degree.”
 - Document to be forwarded by APC chair to academic deans requesting feedback.
- Initiated conversation about SET and the charge delivered by ECAS. Will be focus of discussion in next meeting on October 18.
 - A. Slade (English) volunteered to serve as liaison to FAC and SAPC on SET related policies.

SAPC—T. Lau reported that the committee met on October 7, 2013. SAPC is discussing two issues. First, SAPC is moving forward with a consultative document recommending Student Development revisit the policy on student-run businesses. The consultative document will likely include recommendations on specific guidelines for approving student-run businesses. Second, SAPC is looking into the policy on political activities on campus. Anecdotal reports suggest that in the Presidential election in 2012, several student groups or individual students may have felt their rights to support candidates may have been infringed. If there are academic impacts on this policy, SAPC may wish to look into the issue during an off-year when no major elections are scheduled. Discussion took place, and ECAS agreed the political activities policy is important and will invite Ted Bucaro to speak at the next Senate meeting.

J. Saliba stated that the President’s Council reviews the political activity policy every year. He said that the issues are very complicated and any concerns should go to the President’s Council.

Old Business:

Educational Leadership Council. C. Phelps reviewed the group’s membership and led a brief discussion of topics for upcoming ELC meeting. The following topics were discussed: budgeting process, facilities planning, and university libraries.

Additional SET Pilot. L. Hartley reported that she had discussed the possibility of a SET pilot this fall with David Wright. He indicated that it would be a very tight timeline. He said that there was no money for a vendor so it would have to be developed in-house. He asked about the specific purpose of a pilot at this time. J. Saliba is concerned about faculty who participated in the previous trials being frustrated to go back to the paper forms until the SET processes and procedures are in place and the system is integrated. He offered to provide the necessary funding if the Senate wanted to go forward. The rationale for conducting another pilot was discussed further with no resolution.

New Business:

Carnegie Community Engagement Classification. P. Vanderburgh gave an overview of the Carnegie Community Engagement Classification application process and answered related questions. He passed out a 1-page summary information sheet with information about the voluntary classification, application timeline, application process, and task force members. P. Vanderburgh said that UD currently participates in many community engagement activities, but does not document the activities well. The task force initiated a self-study over the summer and the decision to move forward with the application process was made in August. Several issues were discussed including the assessment requirements and how community engagement could be considered in promotion & tenure decisions. A series of focus groups will be offered to assess the impact of community engagement. These groups will be voluntary and aim to gather a cross-section of opinions to help inform the process. J. Saliba stated that the main

objective is to examine activities that are of mutual benefit to UD and the surrounding communities. C. Krane asked if this was an attempt to develop further assessment on campus and P. Vanderburgh answered in the affirmative. J. Saliba asked how UD could better align existing assessment activities because streamlining assessment across campus was important. P. Vanderburgh reminded ECAS that this work should not be confused with the related, but separate work of the experiential learning strategic team.

Senate agenda. C. Phelps led a discussion about the agenda topics for the Academic Senate meeting on October 18, 2013. The following items will be on the agenda barring any scheduling conflicts for the presenters:

- Alcohol Taskforce update from Bill Fischer
- Review of current policies governing political activity on campus from Ted Bucaro
- Preliminary budget update from Tom Burkhardt
- Board of Trustees meeting update from Joe Saliba

E. Mykytka suggested that the reconstitution of the ELC be briefly discussed at the next Senate meeting.

Certificate programs policy. C. Phelps asked if the APC should plan to develop a policy for approving certificate programs. P. Anloague said yes because SOEHS is looking at new ones. He also mentioned the idea of certificates as “stackable.” C. Phelps stated that cross-unit certificates are the largest concern. P. Benson reminded the committee that the policy for graduate certificates had already been approved.

CAP course approval process. T. Lau expressed concern about the length of time for the CAP Committee to approve course proposals and suggested that Sawyer Hunley be invited to a future ECAS meeting to give an update on the CAP course approval process. C. Phelps said that D. SanFilippo has agreed to share information from the CAP Committee. She also stated that the first few proposals were slower as the committee developed the rubric. She thinks the process will speed up soon. T. Lau stated that CAP was a Senate document and that we owe it to the students and faculty to get the process back on track if something is not working. P. Benson said that about half of the departments in the College have had courses approved and that there had been some frustration in the beginning. He also suggested that Sawyer and the CAPC be reminded of the preliminary CAP work that had been completed by Senate task forces before CAP was adopted. Questions about the transition from Clusters, the purpose of the Capstone courses, and the general transition process were also put forward.

The meeting was adjourned at 9:33 A.M.

Respectfully submitted by Emily Hicks

Work in Progress

Task	Source	Previously assigned	To	Work due	Due
Consultation	ECAS	ECAS	ECAS	Open communication	ongoing
Department Processes	ECAS		APC	Proposal	
Honors distinction on transcripts	ECAS		APC	Proposal	

Intellectual properties			FAC		
Instructional staff titles	Provost's office		FAC		
Information Literacy			APC		
Academic dishonesty	SAPC				
Student Businesses	SAPC		SAPC		
Change in Constitution	ECAS				
SET	ECAS		APC	Proposal	
SET	ECAS		FAC	Proposal	
Tasks ongoing					
SET Committee oversight	ECAS		ECAS	Hear monthly reports; Linda Hartley, chair	
CAP Competency Committee oversight	Senate		APC	Hear monthly reports	
UNRC			ECAS	Hear monthly reports; Emily Hicks, chair	
Summer tuition	Faculty		SAPC	On hold until tuition model is further developed	